CFMS PAYMENT TIPS AND HELPFUL HINTS

Payment Status Flow

Status flow for payments *without* deferred compensation (if electronic approvals exist, status will go to AWP):

$$INI \rightarrow RDY \rightarrow AIN \rightarrow AWP \rightarrow APC \rightarrow PYO \rightarrow PYS$$

Status flow for payments *with* deferred compensation (if electronic approvals exist, status will go to AWP):

$$INI \rightarrow RDY \rightarrow AIN \rightarrow AWP \rightarrow APC \rightarrow PYB \rightarrow PYS$$

Payment Types

There are several different payment types that you can use on KINV:

1. RP   Regular Payment
2. AD   Advance
3. CM   Credit Memo
4. PP   Periodic Payment (system generated)
5. RE   Retainage Reduction
6. RT   Retainage Partial
7. RF   Retainage Final

How to recoup money from a payment

Several things are needed in order to recoup money from a payment:

1. You need to have an encumbered contract;
2. An advance issued to the vendor.

How to withhold a recoupment, retainage and/or deferred compensation from an invoice

A Regular Payment can include withholdings for recoupment of advances, retainage and/or deferred compensation. These are entered on KINV in the appropriate fields under the Payment Amount field.

Vendor Invoice Number field on KINV

The Vendor Invoice Number is a required field on KINV and can be up to 12 digits. The agency should require that vendors submit invoices with a vendor invoice number. However, if there is no vendor invoice number, the agency should key the agency number in the first 3 digits of the vendor invoice number field.

How to change the Vendor Location Code on KINV

The Vendor Location Code can be changed on the KINV screen and it will not alter the vendor on KENT. It will be necessary to change the location code each time a payment is made.

If the Location Code needs to be changed permanently, the agency will have the ability to make this change on KENT if the contract is under their delegated authority. For contracts over the agency's delegated authority, only the Office of Contractual Review will be allowed to make this change.

Accounting Period field on KINV

The Accounting Period field is used by AFS to determine the effective date (fiscal month and year) of the payment. If this field is left blank, the Scheduled Pay Date will determine the effective period and it will default in the field. This will update the KSCD/KSC2 for that fiscal month. The accounting period is required to be entered between July 1st and August 14th. Payments for the 45 day close period may be coded as 13th period for the old fiscal year.

Payments for a prior month may be scheduled during the first 3 days of the next month by entering the accounting period of the prior month in the Accounting Period field.

Payment Amount field on KINV

If the Payment Amount field is blank when a KINV is entered, that amount will default from the Invoice Amount field.

An amount less than the Invoice Amount may be paid on KINV. The amount should be entered in the Payment Amount field. The remaining amount may be paid at a later date by entering another KINV, using a unique vendor invoice number.

How to encumber a regular payment that includes Deferred Compensation

PYB, Payment - Batch, an overnight process, should **ONLY** be used if payments contain deferred compensation. Any payment with deferred compensation **MUST** be processed in the batch process (overnight).